

CHBS Leadership Team Meeting  
Wednesday, January 31st, 2018  
Dean's Conference Room

Attendees: Kate Hawkins, Jeff Aspelmeier, Steve Owen, Sharon Roger Hepburn, Rosemary Guruswamy, Deborah Kitts, Robert Williams, Paul Thomas, Matt Smith, Matthew Turner, Beth Lyman and Kerie Benson. Stacey Griffin served as recorder for the group.

Absent: Kim Gainer

Minutes for January 17<sup>th</sup> 2018 amended to reflect Dr. Paul Thomas as attending. Minutes approved as amended.

Call to order at 2:00pm

#### Reports

- Dean Kate Hawkins
  - 3+3 programs please forward to Luke Hunt, Prelaw Advisor.
  - Internship Coordinators to be in contact with Angela Joyner to post open and available internships on Handshake.
  - February 9<sup>th</sup> session in Richmond on professionalism as a learning outcome, CHBS representative interest?
  - Protocol Dinner requesting 2 names of people to serve as table host on Tuesday, February 20<sup>th</sup>.
  - ETF list review has been completed and appropriate departments contacted.
  - Yearend funding is to be centralized and currently earmarked as going to complete the Clinical Sim-Lab.
  - A proctoring program is being reviewed for purchase for use University wide.
  - Andrea Zuschin is the new Title IX coordinator.
  - NRCC meeting to take place Monday 5<sup>th</sup> at 2pm in Martin Hall 230.
  - Students on academic probation:
    - 110 students currently on Academic Probation in CHBS.
    - CHBS Advising reaches out to all to invite them for meeting/review of their individual academic situation.
  - Written and Oral Communication plans to be discussed in a campus wide conversation.
- Associate Dean Kim Gainer
  - Email was sent for the team to review.
- Administrative Assistant Stacey Griffin
  - Yearend budget spending plans are in progress. Working with the Departments/School individually.
- Assistant to the Dean Kerie Benson

- Review of Student Group requests to use CHBS Building space. Maintaining current policy/procedure.

#### Old Business

- Projecting fiscal-year-end budgets
- Update on searches:
  - POSC – final candidates identified and scheduled.
  - COMS – final candidates identified and scheduled.
  - ENGL – currently in interview process of second search and conducting phone interviews for third search.
  - PSYC – ready to make an offer.
- Implementation of the Strategic Plan
  - Template has been created to help identify the areas of the college that support the strategic plan.

#### New Business

- Jefferson College merger logistic questions raised.
- Dr. Ebenezer Kolajo provided situation awareness of assessment and the implementation of the strategic plan.

Good of the order

Adjourned at 3:55pm